!!! Instructions for Tier II Submittal !!!

Questions? Call Toll Free: (800) 433-2288

Lists of chemicals, additional forms, and other documents are available on-line at: www.state.sd.us/titleiii

1. Tier II forms are year-end chemical storage reports. This means that the forms you are filling out are for the **2007** reporting year and are due by **March 1, 2008**.

Note: You have the option of using alternate Tier II forms as long as they are of a similar format - this includes forms generated using EPA Tier II Submit software: http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/tier2.htm#t2forms

- 2. You need to submit a separate Tier II report for each different facility where you store reportable chemicals. Two facilities on adjacent or connecting property can be considered one facility for Tier II reporting purposes.
- 3. Reporting thresholds are discussed on page 2.
- 4. Example Tier II forms are available on pages 3 & 4.
- 5. Additional Tier II form instructions are provided on the back side of your Tier II form (or if you obtained your Tier II form online, on the second page of the form).
- 6. If you wish to voluntarily report a chemical or mixture that is **NOT** an Extremely Hazardous Substance (EHS) and is **NOT** stored in excess of **10,000 pounds**, check the box marked "Not EHS Below 10,000 LB" and write the actual amount stored, in the spaces provided for optional information. This actual quantity number is needed for verification. (Chemicals you voluntarily report do not count towards your fee.)
- 7. If you have questions about how to add a chemical, or about threshold levels for a chemical, view the information available on the DENR website http://www.state.sd.us/titleiii, view the back of this sheet, OR contact Trish Kindt (e-mail at Trish.Kindt@state.sd.us or call 800-433-2288).
- 8. Make sure you complete, sign, and date ALL of the Tier II forms.
- 9. Calculate your fee. An estimated fee is printed on the Tier II form next to the ID number at the top of <u>PAGE 1</u>. This is only an estimate so you need to verify by calculating your fee. The fee is based on the number of reportable chemicals at each facility. If you have more than 1 facility, you must calculate the fee separately for EACH facility.
 - The fee for a facility where you store 1-3 chemicals is \$50.
 - The fee for a facility where you store 4-9 chemicals is \$100.
 - The fee for a facility where you store 10-18 chemicals is \$200.
 - The fee for a facility where you store 19 or more chemicals is \$300.
- 10. Complete, sign, and date the fee form.

11. Send the signed original copy of the Tier II form to: PMB 2020

Department of Environment and Natural Resources

Ground Water Quality Program 523 East Capitol Avenue

Pierre, South Dakota 57501-3182

12. Send the signed original copy of the fee form along with your payment to:

Department of Revenue

Post Office Box 5055

Sioux Falls, South Dakota 57117-5055

- 13. Send one copy of the Tier II form to the local emergency planning committee (LEPC) in the county where the facility is located. There is a link to the list of LEPC addresses on the Title III webpage (www.state.sd.us/titleiii).
- 14. Send one copy of the Tier II form to the fire department that serves the facility. There is a link to the list of FD addresses on the Title III webpage (www.state.sd.us/titleiii).

15. Keep one copy of the Tier II form and one copy of the fee form for your files.

Additional Information:

(additional instructions are available on the back of each Tier II form)

CAS#: Can be found on your Material Safety Data Sheet (MSDS).

Convert gallons to pounds using Specific Gravity (SG): The formula is [SG x 8.3 = pounds per gallon].

Example: In this example, we will assume you stored a maximum 1,000 gallons of a chemical at one time <u>during</u> 2007. To determine the weight, look at the MSDS and find the SG (lets say the listed SG is 1.5).

- Multiply the SG by 8.3 to get the pounds per gallon $(1.5 \times 8.3 = 12.5 \text{ pounds per gallon})$.
- Now multiply 12.5 by the gallons stored to get pounds stored (12.5 x 1,000 = 12,500 pounds stored).

EHS (Extremely Hazardous Substances): A list of EHS and the Threshold Planning Quantities (TPQ) is available on-line (www.state.sd.us/titleiii). Note: Check ingredients for your chemical – ingredients are listed on your MSDS.

<u>Help:</u> E-mail: Trish.Kindt@state.sd.us or Call toll Free: (800) 433-2288.

MSDS (Material Safety Data Sheet): Your chemical supplier should be able to provide you with a copy.

Physical & Health Hazards: Information about hazards can be found on the MSDS.

SG (Specific Gravity): Can be found on the MSDS.

UST: Underground Storage Tank.

Thresholds: The threshold refers to the maximum amount of a chemical stored (and in use) on site at any one time during calandar year 2007. Reporting thresholds are as follows:

- 10,000 pounds Substances for which OSHA requires a MSDS sheet (except as excluded below);
- 10,000 pounds Gasoline and diesel fuel in Aboveground Storage Tanks;
- 10,000 pounds Gasoline and diesel fuel in USTs that are not at a retail gas station;
- 10,000 pounds Gasoline and diesel fuel in USTs that are not in full compliance with the UST regulations;
- 75,000 gallons Gasoline in UST's at a retail gas station (if the USTs are in full compliance);
- 100,000 gallons Diesel fuel in USTs at a retail gas station (if the USTs are in full compliance); and
- 500 pounds or the threshold planning quantity (TPQ) whichever is less All EHS.

Exclusions: The following <u>substances</u> are excluded from Tier II reporting (Note: If your facility stores an exempt chemical, you may still need to submit a Tier II report - for your storage of other non-exempt chemicals):

- Any food, food additive, color additive, drug or cosmetic regulated by the Food and Drug Administration;
- Any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur
 under normal conditions of use;
- Any substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public;
- Any substance to the extent it is used in a research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual;
- Any substance to the extent it is used in routine agricultural operations by the end user (i.e. the farmer); and
- Fertilizer held for retail sale to the final user.

List of SOME Common Tier II Reportable Products 1 and Their Reporting Thresholds 2

NOTE!! - This is NOT a Complete List - There are Thousands of Tier II Reportable Products that are NOT Included in this List !!

PRODUCT/TRADE NAME	THRESHOLD
2,4-D Herbicide	10,000 Pounds
Aatrex	10,000 Pounds
Acetylene	10,000 Pounds
Aldrin	500 Pounds
Ammonium Polyphosphate	10,000 Pounds
Ammonium Sulfate	10,000 Pounds
Anhydrous Ammonia (see exemptions listed on the Tier II instruction sheet)	500 Pounds
Antifreeze	10,000 Pounds
Argon	10,000 Pounds
Atrazine Herbicide	10,000 Pounds
Aviation Fuel	10,000 Pounds
Aztec Insecticide	10,000 Pounds
Banvel Herbicide	10,000 Pounds
Battery Acid (Sulfuric Acid)	500 Pounds
Bicep Herbicide	10,000 Pounds
Bronate	10,000 Pounds
Buccaneer Herbicide	10,000 Pounds
Calcium Carbonate	10,000 Pounds
Callisto Herbicide	10,000 Pounds
Captan	10,000 Pounds
Carbon Dioxide	10,000 Pounds
Cement (see exemptions listed on the Tier II instruction sheet)	10,000 Pounds
Chlorine	100 Pounds
Clarity Herbicide	10,000 Pounds
Cornerstone Herbicide	10,000 Pounds
Counter (Terbufos)	100 Pounds
Crop Oil	10,000 Pounds
Define Herbicide	10,000 Pounds
Dicalcium Phosphate	10,000 Pounds
Dieldrin Insecticide	10,000 Pounds
Diesel fuel stored in ASTs ⁴	10,000 Pounds
Diesel fuel stored in USTs at facilities that do not have retail fuel sales ⁴	10,000 Pounds
Diesel fuel stored in both ASTs and USTs at the same facility ⁴	10,000 Pounds
Diesel fuel stored in USTs at a retail fuel station (no diesel storage in ASTs) ⁴	100,000 Gallons
Dual (Metolachlor)	10,000 Pounds
Dyfonate (Fonophos)	500 Pounds
Ethanol	10,000 Pounds
Extreme Herbicide	10,000 Pounds
Force Insecticide	10,000 Pounds
Fuel Oil (generator fuel, etc.)	10,000 Pounds
Furdan (Carbofuran) ³	10 Pounds/500 Pounds
Gasoline stored in ASTs ⁴	10,000 Pounds
Gasoline stored in USTs at facilities that do not have retail fuel sales ⁴	10,000 Pounds
Gasoline stored in both ASTs and in USTs at the same facility ⁴	10,000 Pounds
Gasoline stored in USTs at a retail fuel station (no gas storage in ASTs) ⁴	75,000 Gallons
Gopha-Rid (Zinc Phosphide)	500 Pounds
Grain Dust ⁵	10,000 Pounds
Gramoxone (Paraquat) ³	10 Pounds/500 Pounds
•	

Grazon Herbicide	10,000 Pounds
Harness Herbicide	10,000 Pounds
Heating fuel	10,000 Pounds
Hydrogen Chloride	500 Pounds
Kerosene	10,000 Pounds
Lannate-Nudrin (Methomyl)	500 Pounds
Liberty Herbicide	10,000 Pounds
Lorsban Insecticide (Dursban) - (chlorpyrifos)	10,000 Founds
Lo Vol 4lb. Ester	10,000 Pounds
Lumax Herbicide	10,000 Founds
LV-4	10,000 Founds
Magnesium Oxide	10,000 Founds
Methyl Ethyl Ketone	10,000 Pounds
Nemacur (Fenamiphos) ³	10,000 Founds
	10,000 Pounds
Nitrogen NUFOS	10,000 Pounds
	· · · · · · · · · · · · · · · · · · ·
Oil (Motor oil, lubricants, hydraulic oil, etc.)	10,000 Pounds
Outlook Herbicide	10,000 Pounds
Oxygen (see exemptions listed on the Tier II instruction sheet)	10,000 Pounds
Paint - most common paints (see exemptions listed on the Tier II instruction sheet)	10,000 Pounds
Parathion 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	100 Pounds
Paraquat Dichloride ³	10 Pounds/500 Pounds
Phosphoric Acid	10,000 Pounds
Phostoxin (Gastoxin, Fumatoxin) - (Phosphine)	500 Pounds
Potassium Chloride	10,000 Pounds
Potassium Permanganate	10,000 Pounds
Produced Hydrocarbons (Crude Oil)	10,000 Pounds
Propane	10,000 Pounds
Propylene	10,000 Pounds
Prowl Herbicide	10,000 Pounds
Ramik (diphacinone)	10 Pounds/500 Pounds
Rat Bait (Strychnine) ³	100 Pounds/500 Pounds
Roundup	10,000 Pounds
RT 3 Herbicide	10,000 Pounds
Seven (Carbaryl)	10,000 Pounds
Sodium Chloride	10,000 Pounds
Sonalan Herbicide	10,000 Pounds
Surpass Herbicide	10,000 Pounds
Thimet (Phorate)	10 Pounds
Thiodan (Endosulfan) ³	10 Pounds/500 Pounds
Taiga Insecticide	10,000 Pounds
Toluene	10,000 Pounds
Touchdown Herbicide	10,000 Pounds
Transformer Oil	10,000 Pounds
Treflan Herbicide	10,000 Pounds
Urea (see exemptions listed on the Tier II instruction sheet)	10,000 Pounds
Warfarin	500 pounds
Widematch Herbicide	10,000 Pounds
Xylene	10,000 Founds
13,000	10,000 1 041148

Certain products are exempted from reporting depending upon packaging or use, etc. See exemptions listed on the Tier II instruction sheet

Thresholds are provided assuming you have chosen to report products as a whole (rather than dividing out and reporting separately for each ingredient in each product - thresholds may differ if you report by ingredient).

This product has a low threshold for liquids or powders with a particle size of <100 microns. The higher threshold is for all other formulations. AST refers to Aboveground Storage Tanks and UST refers to Underground Storage Tanks. The threshold for biodiesel is the same as for regular diesel. The threshold for ethanol blends is the same as for regular gasoline.

5 One method for estimating weight is to take one tenth of one percent of the weight of the grain

	FACILITY IDENTIFICATION	I.D. NUMBER		OWNER/OPERATOR NAME	
South Valor Smith Oil & Ag.Su Name 3427 East Jackson		pply		Name JIM SMITH Mailing Address PO BOX 3761	Phone (605) 224-0000
Great Faces. Great Places.	Location Hughes Pierre	57501	_	City PIERRE	State <u>SD</u> Zip <u>57501</u>
TIER II	County City	Zip		EMERGENCY CONTACTS	
EMERGENCY & HAZARDOUS		Longitude		(1) Jim Smith	(605) 224-0000 (605) 333-9999
CHEMICAL	SIC Code <u>5</u> <u>5</u> <u>4</u> <u>1</u> Date	e Received	-	(2) Alex Johnson	(605) 224-0000 (605) 444-9999
INVENTORY	Dun & Bradstreet			NAME	PHONE 24 - HOUR PHONE
		NG FORM REPORTING PERIOD J.			
CHEMICAL	DESCRIPTION	PHYSICAL & HEALTH HAZARDS Check all that apply	MAX. DAILY AMOUNT	INVENTORY AVG. DAILY ACTUAL NO. AMOUNT OF DAYS 2-DIGIT CODE ON SITE	STORAGE CODES & LOCATIONS (Non-confidential) TYPE PRESS. TEMP. STORAGE LOCATIONS
NO CHANGE NOT EHS-	BELOW 10,000 LI TRADE SECRET 6 - 6 1 - 9	X FIRE SUDDEN RELEASE OF PRESSURE	04	04 365	Tanks 1, 2, & 3 in fenced area
CHEM NAME Unleade	ed Gasoline	REACTIVITY	MAX. DAILY AMT	30,000 gal (GALS)	
CHECKALL PURE MIX SOLI			AVG. DAILY AMT		
THAT APPLY		X ACUTE		15,000 gal s/GALS)	
EHS NAME		X CHRONIC	MAX/CONTAINER	15,000 gal S/GALS)	
CAS # 0 0 8 0 0 CHEM NAME <u>Ethanol</u>		X FIRE SUDDEN RELEASE OF PRESSURE REACTIVITY	O2 FOALO MAX DAILY AME	02 365 OWING INFORMATION ORTIONAL 900 Lbs (GALS)	A 1 4 Tank 5 behind office in VØLUNTARY REPORT
C PURE MIX SOL THAT APPLY X X	LID LIQUID GAS EHS	X ACUTE X CHRONIC	AVG. DAILY AMT	500 Lbs (GALS) 900 Lbs (S/GALS)	
OAS # 0 6 8 4 7		X FIRE SUDDEN RELEASE OF PRESSURE	04 FOLLOW	04 365	C 1 4 Tank 4 in truck shop A 1 4 Tank 6 behind truck shop
CHEM NAME <u>Diesel I</u>	Fuel _	REACTIVITY	MAX. DAILY AMT	8,000 gal 3/GALS)	
PURE MIX SOL	ID LIQUID GAS EHS	X	AVG. DAILY AMT	4,000 gal 5/GALS)	
EHS NAME		XCHRONIC	MAX/CONTAINER	6,000 gal S/GALS)	
CERTIFICATION: (Read and sign after completing all sections.) OPTIONAL ATTACHMENTS					
I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through, and that based on my inquiry of the individuals responsible for obtaining this information, I believe that it is true, accurate, and correct.					

	Page <u>2</u> of <u>2</u> Pages				
	FACILITY IDENTIFICATION	I.D. NUMBER		OWNER/OPERATOR NAME	
	Smith Oil & Ag. Sup	pply	_	Name JIM SMITH Mailing	Phone (605) 224-0000
	3427 East Jackson		_	Address PO BOX 3761	
	Location Hughes Pierre	57501			State SD Zip 57501
GREAT FACES. GREAT PLACES.	County City	Zip		EMERGENCY CONTACTS	
TIER II EMERGENCY &	Latitude	Longitude		EMERGENCY CONTACTS	
HAZARDOUS		te Received		(1) Jim Smith	(605) 224-0000 (605) 333-9999
CHEMICAL INVENTORY	Dun & Bradstreet		•	(2) Alex Johnson	(605) 224-0000 (605) 444-9999 PHONE 24 - HOUR PHONE
Important: READ ALL INFO	DRMATION BEFORE COMPLETIN	IG FORM REPORTING PERIOD JA	AN. 1 - DEC. 31. 19		PRIONE 24 - ROUK PRONE
	L DESCRIPTION	PHYSICAL & HEALTH HAZARDS Check all that apply		INVENTORY AVG. DAILY ACTUAL NO. AMOUNT OF DAYS	STORAGE CODES & LOCATIONS (Non-confidential) TYPE PRESS. TEMP. STORAGE LOCATIONS
NO CHANGE NOT EHS	S-BELOW 10,000 LI TRADE SECRET	X FIRE			C 1 4 Tank 8 in Warehouse A
CAS # <u>0</u> <u>5</u> <u>1</u> <u>2</u> <u>1</u>	<u>8</u> - <u>4</u> <u>5</u> - <u>2</u>	SUDDEN RELEASE OF PRESSURE	04 FOLLOW	UING INFORMATION OPTIONAL	
CHEM NAME Dual 8	E _	REACTIVITY	MAX, DAILY AMT	1,200 gal S/GALS)	
CHECK ALL PURE MIX SOL	LID LIQUID GAS EHS	ACUTE	AVG. DAILY AMT		
I X		CHRONIC	MAX./CONTAINEI		
EHS NAME			MAX./CONTAINE	R 1,200 gal BS/GALS)	<u> </u>
□	BELOW 10,000 LBS TRADE SECRET	X FIRE	04	03 120	A 1 4 East of Main office in tank 7
CAS # <u>0 0 8 0 0</u>	8-20-6	SUDDEN RELEASE OF RESSURE	FOLI	OWING INFORMATION OPTIONAL	
CHEM NAME Eradica	ane 6.7 E	REACTIVITY	MAX DAILY AMI	1,750 gal S/GALS)	
CHECK ALL	LID LIQUID GAS EH\$	X ACUTE	AYG. DAILY AMT	900 gal S/GALS)	
		X CHRONIC	MAX/CONTAINE	R 1,750 gal 3S(GALS)	
EHS NAME	DUI 011/10 000 1 D		V/	1,730 gar	North Wall of Warehouse A
NO CHANGE NOT EHS-I		FIRE	03	02 60	J 1 4 North Wall of Warehouse A
		SUDDEN RELEASE OF PRESSURE	FOLLO	VING INFORMATION OPTIONAL	
CHEM NAME Thime		REACTIVITY	MAX. DAILY AMT	1,350 lbs S/GALS)	
CHECK ALL	X X X	X ACUIE	AVG. DAILY AMT	600 lbs (S/GALS)	
EHS NAME Phorate		X CHRONIC	MAX./CONTAINE	S 50 lbs BS/GALS)	
CERTIFICATION: (Read and sign after completing all sections.) OPTIONAL ATTACHMENTS					
I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through, and that based on my inquiry of the individuals responsible for obtaining this information, I believe that it is true, accurate, and correct.					
List of Site Coordinates Attached					